



CITY OF LONG BEACH

LONG BEACH GAS & OIL DEPARTMENT

211 E. Ocean Blvd., Suite 500 • Long Beach, CA 90802 • (562) 570-3900 • FAX (562) 570-3922

TRANSFER OPPORTUNITY SENIOR ACCOUNTANT (\$24.773 - \$33.704)

The Long Beach Gas and Oil Department has an immediate opening for a Senior Accountant (Classified). This position provides supervision in the Department's Oil Accounting section and accounting support for the Department's oil field contractors. The Senior Accountant reports to the Administrative Officer.

EXAMPLES OF DUTIES:

- Under direction develops, revises and implements financial systems and operating procedures;
- Supervises and performs the most difficult and specialized professional accounting work in the maintenance of budgetary, revenue, cost and other financial records;
- Interprets and implements accounting requirements of various oil contracts and agreements;
- Responsible for the accurate allocation of oil and gas revenues/expenses to various working interest owners in accordance with existing Unit Agreements, Unit Operating Agreements, and Contractors' Agreements;
- Responsible for the monthly allocation of incremental oil revenues/ expenses in accordance with the Optimized Waterflood Program Agreement (OWPA) and the monthly preparation of the OWPA reports;
- Responsible for the preparation of monthly Statement to the State reports and timely remittance to the State of remaining oil revenues;
- Assists in the development of the annual budgets for the Tidelands Oil Revenue Fund (TORF) and Upland Fund;
- Supervises and trains accountants and clerical personnel;
- Monitors and reports financial activities of the following funds: TORF, Upland and Subsidence Funds;
- Works with computerized financial systems;
- Monitors the recording of financial transactions to ensure strict compliance with City, State, and Federal regulations;
- Evaluates and develops fiscal practices and controls in generally accepted accounting principles;
- May act for Administrative Officer in his/her absence;
- Performs other duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to effectively supervise subordinate personnel;
- Strong project management skills;
- Ability to prioritize multiple assignments and meet tight deadlines;
- Proficient with Microsoft Word, Microsoft Excel and Lotus spreadsheets.

SELECTION PROCEDURES: Open to current City employees with existing or prior status in the classification of Senior Accountant or reachable on the existing eligibility list. Interested employees are requested to send a letter of interest and resume to:

**Lennie Arazo, Administrative Officer
Long Beach Gas and Oil Department
211 East Ocean Blvd, Suite 500
Long Beach, CA 90802**

Responses must be received no later than 4:30 p.m., Wednesday, October 19, 2005. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filing period.

This information is available in an alternative format by request to the Payroll/Personnel Office. Applicants who desire special accommodations for a disability should contact Roxanne Guthrie at 570-3913, 48 hours prior to an interview.

AN EQUAL OPPORTUNITY EMPLOYER